File : ODA

(Copies to EEO)

ODP # *1773-77*

copy sent to Div/Staff chief
ODP Div 9/2/77

EO-CD
D/ODP - OPM

31 August 1977

copies to
All Div/Staff
chiefs and ODP/PO

MEMORANDUM FOR: Director of Communications
                  Director of Data Processing
                  Director of Finance
                  Director of Logistics
                  Director of Medical Services
                  Director of Personnel
                  Director of Security
                  Director of Training

STATINTL

FROM   :   ████████████████████
                   DDA EEO Officer

SUBJECT   :   Review of Minority Applicant Files

1. We are experiencing an inordinate time lapse in
processing minority applicant files. Some files are reported
lost when periodic checks are made by members of my staff.
To assure control and the more timely review of minority
applicant files, the following procedures should be followed:

    a. Each office should designate a control
    point for the receipt and logging of files.

    ODP/ADMIN/PO has been logging and tracking

    b. Requests for PATB assessments and pre-
    processing interviews should be made through
    the DDA EEO Staff.

    ODP/ADMIN: Note change

    c. Final decisions on all rejection of files
    should indicate reasons for rejection, (i.e.,
    which job qualification the applicant is
    lacking) and should be approved by the Office
    Director prior to returning the file to the
    DDA EEO Staff. (Please remember, PATB test
    results are not to be considered as the sole
    criteria to reject or hire an applicant.)

    ODP has been doing this but could be more explicit in some cases

    d. All minority applicant files should be
    returned to DDA EEO Staff within 30 days.

    Note tight deadline - it's going to be hard to do b. above in 30 days.

2. Please notify my office no later than 9 September 1977 of the person you designate as control point for the receipt and logging of minority applicant files.

EO will draft memo appointing ODP Personnel officer.

STATINTL

DDA/EEO/██████: ckn (31 Aug 77)

Distribution:
    Orig - D/OC
        1 - ea addressee
        1 - EEO Chrono
        1 - DDA Chrono

STATINTL